

State of Michigan
Department of Civil Service
400 South Pine Street
P.O. Box 30002
Lansing, Michigan 48909
FAX (517) 335-0054

VACANCY POSTING SECURITY AGREEMENT

INSTRUCTIONS: This form must be completed and all signatures obtained prior to posting vacancies on the Civil Service Web site. All completed forms should be faxed to the Department of Civil Service at the fax number listed above. Questions or problems faxing this form should be directed to your Agency Services Liaison.

Name (Last, First, MI)

Department/Agency

Work Site Phone Number

Work Site Address

E-mail Address

Work Site City, State, Zip Code

As an Agency Administrator of the State of Michigan Civil Service Vacancy Posting System, I agree to:

1. Withhold all restricted¹ and confidential² information. This includes computer access codes.
2. Report suspected or confirmed threats in violation of the web/computer security.
3. Abide by standards and procedures provided by the Department of Civil Service for the web vacancy posting.
4. Abide by the Department of Information Technology Procedure 1310.16, *Acceptable Use of the State Telecommunication Network*.

I have read items 1-4 of the *Vacancy Posting Security Agreement* and agree to comply with its contents. I also understand any violation of this agreement may result in disciplinary action and possible recommendation for prosecution.

Agency Administrator's Signature

Date

Supervisor's Signature

Date

Civil Service Security Administrator's Signature

Date

¹ Restricted Information is all information that is determined to be restricted by department directive.

² Confidential Information is all information that is restricted by federal or state statute or departmental policy. This information should be released only by directive. This includes passwords that allow access to electronically stored confidential data.